

# LIBRARY HELPER LEARNING PLAN/EVALUATION

Name of Student:

W.EX. Level:

Employer / Supervisor:

Job Title:

Off-campus Coordinator:

**Employer:** Please evaluate the student as you would a novice worker in your employ. Check N/A for any employability skill that does not apply. Please consider the student's Work Experience level when evaluating.

EMPLOYABILITY SKILLS	Excellent	Good	Satisfactory	Needs Improvement	N/A
<b>Safety Skills</b>					
Identifies potential health and safety hazards					
Assures personal safety					
Uses correct safety equipment					
Reports injuries/incidents if they occur					
Maintains safe workplace environment					
<b>Personal Management</b>					
Dresses appropriately					
Attends work when scheduled/punctual					
Is responsible					
Makes informed decisions					
<b>Working with Others</b>					
Communicates effectively					
Works well as a member of a team					
Demonstrates tolerance and understanding					
Asks questions when uncertain					
<b>Thinking, Planning and Organizing</b>					
Solves problems and makes decisions					
Demonstrates planning abilities					
Organizes time/work					
<b>Managing Transitions</b>					
Takes responsibility for own learning					
Is able to adapt to change					
<b>Managing Change</b>					
Demonstrates flexibility					
Accepts praise and criticism well					

## LIBRARY HELPER WORKPLACE SKILLS

For workplace skills, please evaluate the extent to which the student has achieved the objectives of this work placement. If there are skills listed, not in the student's job description, please indicate with N/A. List, in the additional spaces below, duties assigned to this student that are not included in the job description.

WORKPLACE SKILLS	Excellent	Good	Satisfactory	Needs Improvement	N/A
Checks out and signs in books and other library materials					
Assist library users in finding books and other library materials					
Catalogues new books and other library materials					
Reshelves books and other library materials					
Assists librarian in giving tours and providing children's and other library programs					
Cleans library					

OVERALL RATING	Excellent	Good	Satisfactory	Needs Improvement

**Student's strengths in this work placement:**

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**Recommendations for improvement:**

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**Supervisor's Signature:**

**Date:**

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